

County of Yellowstone

Class Specification

Class Title	Control Operator
Class Code Number	5085
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Operates the electrical, video and audio communications and security system for the County's detention center; does related work as required.

Distinguishing Features of the Class

This is responsible electronic control work for the operation of electrical detention facility operation, control and safety equipment. The work is performed under the general direction and supervision of the Detention Sergeant but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Detention Captain, Lieutenant, Sergeants, Officers, inmates and facility visitors. Because the work is performed in close proximity with detained persons who have been convicted of felony offenses, the work involves a degree of personal danger.

Examples of Essential Work (Illustrative Only)

- Operates the mechanical operation of all electrical and mechanical controls systems for the Detention facility including video, audio and security equipment;
- Inventories and assigns keys and radios;
- Controls record keeping, maintenance, distribution and return of keys and radios;
- Monitors video surveillance and radios to coordinate, authorize, deny or restrict movement within the facility and secure perimeter of staff, inmates and civilians;
- Maintains log of inmate and material movement including staff and inmate movement in and out of units and courtrooms, food cart distribution, facility lockdowns, inmate releases, head counts, assistance calls, supply delivery, staff and civilian personnel activities and maintenance repairs;
- Monitors and maintains the facilities fire and emergency controls systems and coordinates and monitors response activities;

- Coordinates and performs lockdown activities to provide a secure facility and count of inmates;
- Answers phones and maintains logs and records;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the operation, maintenance and control of automated detention security equipment including video and radio communication equipment;
- Thorough knowledge of detention facility's operation and practices;
- Good knowledge of English composition and modern office equipment;
- Skill in the operation of electrical and mechanical detention equipment and systems;
- Ability to operate two-way radio equipment;
- Ability to communicate well with the Detention Captain, Lieutenant, Sergeants, Officers, inmates and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other County employees, supervisory personnel, law enforcement and emergency response personnel and inmates;
- Ability to prepare accurate and reliable reports containing findings, log entries and detention terminology;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of electronic and mechanical control tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of personal danger;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from a high school; and
- Some experience as a security guard or in supervising others in a controlled environment; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with detention personnel, law enforcement officials, inmates and facility visitors;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe suspicious activities and monitor video screens for long periods of time;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate electronic and mechanical systems and controls;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to move rapidly in confined spaces to monitor and observe activities of numerous video screens;

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